



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

Office Of The Assistant Secretary

22 MAY 2003

Contract Policy Memo 03-C-11

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: GAO Purchase Card Audit Recommendations (Reference SAF/AQC Contract Policy Memo 03-C-05, 18 Mar 03)

The GAO Final Report on the Government Purchase Card (GPC) was issued December 2002. As a result of this audit, the GAO made a number of recommendations regarding the Air Force GPC program. In an effort to address one of the concerns identified by the GAO, I am directing that your Agency/Organization Program Coordinator (A/OPC) identify vendors from whom items have frequently been purchased, on a recurring basis, using the Air Force purchase card. Your A/OPCs should evaluate their purchasing practices with those vendors and where appropriate, develop contracts with them to optimize Air Force purchase power.

In addition, the following sentence is deleted from the last sentence in item number 15 of referenced Contract Policy Memo:

“Accounts should be reviewed, at a minimum, at least once every six months.”

SAF/AQCK points of contact in this matter are Karen Petering, 703-588-7057, karen.petering@pentagon.af.mil and Vicky Revel, 703-588-7092, vicky.revel@pentagon.af.mil.

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